

**Office of Financial Institutions
DESKTOP MANAGEMENT**

I. Purpose:

The utilization of desktop power management will result in energy savings for the agency. Securing the desktop will result in fewer PC support requests (help calls, IT support staff assistance), enhance network security and facilitate standardization.

II. Policy:

- A. *Power Management* - A reduction in desktop energy consumption can occur by user intervention and the utilization of power management features within the operating system.
 - a. OFI will require users to logoff and power down desktop personal computers (system units, monitors, direct attached printers, scanners, external drives, speakers and other peripheral equipment) at the end of the work week (usually each Friday).
 - b. OFI IT will configure all desktop PC's to utilize the power management features of the operating system that place the monitor and hard disk drive in a "sleep" mode after a period of inactivity no greater than sixty (60) minutes.
- B. *Secure the Desktop* – OFI IT will disable the administrative privileges (lockdown) on all user PCs/notebooks, preventing unauthorized changes to PC/notebook configurations and the loading of unauthorized software. The IT Director may grant exemptions, based on job function on a case-by-case basis.

III. Scope:

OFI IT under the authority of the Office of Information Technology pursuant to the provisions of R.S. 39:15.1, et seq., developed policies that are specific to our environment to ensure compliance.

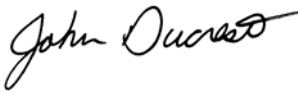
III. Responsibilities:

- A. OFI IT will develop a transition plan to ensure that all desktop PCs/notebooks in its inventory are configured to utilize power management and desktop lockdown as specified in items A and B of this policy.

**Office of Financial Institutions
DESKTOP MANAGEMENT**

- B. OFI IT will determine which applications, if any are not compatible with the operating system power management feature. Desktop PCs/notebooks using applications that meet this criterion will be exempt from item Ab of this policy.

APPROVED BY:



**John Ducrest, CPA
Commissioner**

May 9, 2008

Date

This information was extracted in part from the Office of Information Technology Policy IT-POL-005 Desktop Management.